



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52369

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**POSITION TITLE:** APPELLATE LAW STENOGRAPHER **JG: 17****LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT  
1 Pierrepont Plaza, Brooklyn, NY 11201**BASE SALARY:** \$57,904 + \$4,635 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** High school diploma or the equivalent and three(3) years of legal stenographic experience; **or** Satisfactory completion of a business or commercial course beyond the high school level including course work in legal stenography and two (2) years of legal stenographic experience; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:**

Appellate Law Stenographers work in a pool setting and are responsible for providing legal stenographic and typing services to groups of appellate law assistants, Associate Justices, and administrative personnel located in the Appellate Divisions or an Appellate Term of the Supreme Court. Appellate Law Stenographers also perform clerical tasks, such as screening telephone calls and maintaining administrative and court records, and other related duties.

**ASSIGNMENT:** The successful applicant will be responsible for formatting and typing materials including legal documents; proofreading typed material for accuracy and correct grammar, spelling and punctuation; composing simple email correspondence; screening visitors and telephone calls; responding to inquiries, and referring questions to other personnel; operating a variety of office machinery including photocopier, personal computer, and scanner. Preference will be given to applicants who demonstrate a working knowledge of WordPerfect or a similar word processing program.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) by email to [AD2-Postings@nycourts.gov](mailto:AD2-Postings@nycourts.gov) with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department  
45 Monroe Place  
Brooklyn, New York 11201  
Attention: Human Resources Department

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

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**POSTING DATE:** September 22, 2023**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 20, 2023

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